

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY

August 18, 2014

ANNOUNCEMENT #: HR14-061

OPEN TO: All Interested Candidates

POSITION: **AGRICULTURAL SPECIALIST**

POSITION NO: A20203

OPENING DATE: August 14, 2014

CLOSING DATE: September 2, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-05 steps 5-14 to be confirmed by Washington)

*Ordinarily Resident: GH¢42, 824 p.a. (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Indefinite

NOTE: ALL U.S. AND NON-GHANAIAAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of an **AGRICULTURAL SPECIALIST** in the Office of Agricultural Affairs (FAS) of the Embassy.

BASIC FUNCTION OF POSITION

Incumbent serves as the Agricultural Specialist of the Embassy, and reports directly to and is supervised by the Regional Agricultural Counselor based in Accra. This position demands a detailed and thorough knowledge of the Agriculture Sector both public and private in Ghana. This position will directly address USDA programs in the region and requires a strong understanding of issues related to agriculture production, development and trade as well as the Government of Ghana's programs and policies in support of agriculture sector. S/he monitors GOG agricultural policies and practices and analyses the impact of these developments on the sector. S/he also liaises with Regional APHIS representation and SPS Coordinators on progress of Pest Risk Analyses (PRAs) and other outstanding SPS issues; manages complex bureaucratic procedures, develops and maintains high level contacts with Ghanaian officials and influential members of the domestic private sector, with constant communication with FAS/Accra and Washington with minimal guidance; and communicates progress to supervisors and suggests actions on their part, when necessary.

Manages and tracks technical assistance exchange programs and capacity building agreements with

government and the private sector, monitors implementation of USDA food assistance programs by ensuring that USDA implementing partners, whether host government or private sector groups adhere to the terms of the agreement with USDA; assists in developing, organizing, and executing trade capacity building activities in coordination with FAS/Accra, APHIS/Regional representation, SPS Coordinators and other USG agencies including the screening and selection of participants to attend training course; and assists in recommending and preparing trade capacity building activity proposals for review by Washington. Collects, identifies and analyzes on domestic agricultural trends which will affect US agricultural interests, submits detailed reports on domestic marketing structure and its operation, Government import policies trade barriers, stocks, and consumption pattern; initiates, develops and maintains a broad network of high level government and private sector contacts to support and contribute to the section's reporting program; and assists FAS cooperators in implementing their market development activities.

Supports and facilitates American businesses' efforts to develop and expand markets for US agricultural products in Ghana; participates in the planning of FAS market development events, including the compilation of importer mailing lists, trade shows, and seminars, as appropriate; replies to inquiries from US exporters concerning demand, market conditions, and import regulations and Ghanaian importers of U.S. products; and also assists Ghanaian companies who would like to initiate business with US companies. Initiates, plans and executes trade events for American products; and initiates and organizes field visits to key agricultural sites for visiting USDA officials and ranking Embassy officials.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree, or the local country equivalent, in agricultural economics, or economics, or business, or agronomy, or animal science or agricultural extension, Law, International Relations, languages, or Science is required.
2. Three to five years of progressively responsible experience in a position related to business or agriculture with an understanding of the economy in Ghana and the West African region are required or demonstrated experience of significant responsibility with a Non-Government Organization (NGO).
3. Level IV English fluency is required in speaking, reading and writing (High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion the job holder may need to act as an interpreter). Level III Twi or other Ghanaian language with good knowledge of technical terminology in agriculture, trade, marketing, and economics are required. Language proficiency will be tested.
4. Expert and authoritative knowledge of the trade or agricultural sector in host country. Able to respond to inquiries on a wide range of sensitive and complex interrelated agricultural issues; and broad grasp of the economy in Ghana and the Western African region.
5. Must be confident, and have the tact and discretion necessary to inspire the confidence and cooperation of Ghanaian business and government leaders in carrying out a broad range of activities, and gaining information needed for reporting and assisting U.S. exporters. Initiative, resourcefulness, analytical ability, drafting ability, dependability, good judgment, ability to work cordially and productively in a team environment is required. Computer skills will be tested.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a locally Employed Staff or Family Member (DS-174); **or**
 2. A combination of both: i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*): **plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veteran preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
 6. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth

- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. Reference

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. All "Hard Copy"/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the AccraHRO@state.gov email address. **This is the preferred means of applying for a position with the American Embassy.** Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. <http://ghana.usembassy.gov/jobopportunities.html>
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra

POINT OF CONTACT:

Telephone: 0302-741000
Fax: 0302-741389
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:
<http://ghana.usembassy.gov/jobopportunities.html>

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,

- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: September 2, 2014

The US Mission in Accra, Ghana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.